



Position Description

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Position Descriptions are subject to review to reflect changing circumstances and may be amended for time to time to take account of the role requirements that evolve over time.

Job Title:	Electrical Fitter
Reporting To:	Technical Services
Responsible For:	Direct Reports 0 Indirect Reports 0
Position Purpose:	<ul style="list-style-type: none">▪ Installs, tests, maintains and repairs required plant and equipment for the operation of the electricity distribution network in accordance with regulations and specifications.▪ Carry out routine and emergency repair or replacement of faulty electrical wiring and equipment as required.▪ Participates in the inspections of network assets as required.▪ When assessed as competent by Alpine Energy Ltd participate in the Standby/Callout roster.
Last Review Date:	May 2024

Financial Responsibilities:

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget **N**
- Maximum that can be spent without reference to manager **\$0**
- Jobholder can spend unbudgeted capital **N \$0**
- Jobholder is responsible for committing Alpine Energy to long-term contracts **N**
- Jobholder signs correspondence for Alpine Energy **N**

Important Functional Relationships:

External	Internal	Committees/Groups
3 rd Part Customers	Operations Team	
Contractors	People and Capability Team	
Suppliers	Compliance Team	
Landowners	Pricing/Planning Team	
	Finance/Administration Team	

Key Result Areas:

You have the following key areas of responsibility

- Safety
- Compliance
- Inspections & Tsetting
- Assisting Technical Dept
- Problem Solving
- Personal Accountability

The requirements in the above Key Result Area and broadly identified below:

Jobholder is accountable for: -	Jobholder is successful when: -
<p>Safety</p> <ul style="list-style-type: none"> ▪ Report all accidents, incidents and near-misses and assist in any accident or incident investigations ▪ Ensure the safety and health of employees and non-employees in the workplace ▪ Undertake all activities in accordance with company policies and legal requirements including obligations under the Electricity Act and the HASWA 2015 and subsequent amendments ▪ Contributes to the safe operation of the NETcon business by following guidelines and regularly checking equipment ▪ Fully conversant with basic first aid and cardio-pulmonary resuscitation 	<ul style="list-style-type: none"> ▪ 0 Loss Time Injuries ▪ Everyone goes home safe ▪ Compliance & H&S Policy requirements are all met ▪ Incident reports are completed ▪ Speaks up when hazardous behaviours or situations arise ▪ Escalates unresolved safety risks quickly ▪ Consistently demonstrates safe work practices on the job ▪ Trusted by others to work safely ▪ Contributes to and actively listens to tailgates ▪ Treats people with respect to ensure they can keep their mind on the job

<ul style="list-style-type: none"> ▪ Consistent use of Incident and accident reports and tailgate forms as and when required ▪ Ensure that all appropriately trained for tasks are undertaken ▪ Identify, record and manage all known significant hazards ▪ Be an active participant in the organisations Health and Safety practices ▪ Contribute to the Health and Safety culture within the organisation 	
<p>Compliance</p> <ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Company policies and legal requirements including obligations under the Electricity Act and the Health & Safety at Work Act 2015. ▪ Understand and ensure compliance with the Electricity Safety Regulations and SM-EI and knowledge of the Electricity Industry Participation Code, as they relate to distribution companies. ▪ Attend organised training sessions and toolbox meetings. 	<ul style="list-style-type: none"> ▪ Consistently works in accordance with regulations and specifications
<p>Inspections and Testing</p> <ul style="list-style-type: none"> ▪ Carrying out routine inspection of Alpine Energy Ltd zone substations to applicable maintenance standard ▪ Carrying out routine inspection and testing of Alpine Energy Ltd earth systems to applicable maintenance standard ▪ Carrying out routine inspection and testing of Alpine Energy Ltd pole mounted substations to applicable maintenance standard ▪ Carrying out routine inspection and testing of Alpine Energy Ltd ring 	<ul style="list-style-type: none"> ▪ Plans effectively in advance so that objectives can be met and travel and time use is efficient ▪ Works well independently and maintains a high quality of work ▪ Paperwork completed diligently, a combination of paper forms and tablet will be used ▪ Works to own competency levels ▪ Problems and challenges on site are resolved ▪ Seen as having common sense and able to help constructively

<p>mains and transformers to applicable maintenance standard</p> <ul style="list-style-type: none"> ▪ Carrying out routine inspection and testing of Alpine Energy Ltd distribution boxes to applicable maintenance standard 	<ul style="list-style-type: none"> ▪ Suggests ideas on how to improve things that are practical and implements them ▪ Shares knowledge and experience with others to get the job done
<p>Assisting Tech Dept</p> <ul style="list-style-type: none"> ▪ Depending on the successful applicants' skills and relevant experience it may be required from time to time to help with other work in the tech department. 	<ul style="list-style-type: none"> ▪ Works well within a team environment.

Key Job Competencies / Skills	
Competency	Description
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Process Management	Good at figuring out the processes necessary to get things done; can see opportunities for synergy and integration and can add this to the work process mix.
Written Communication	Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
Ethics & Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Integrity & Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Humour	Has a positive and constructive sense of humour; can laugh at him/herself and with others; is appropriately funny and can use humour to ease tension.

Patience	Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.	
Self-Knowledge	Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+ 's and - 's) performance reviews and career discussions.	
Person Specification		
Position Dimensions	Essential	Desirable
Technical Abilities	NZ Registration as either Electrician, Line Mechanic or Cable Jointer	
Qualifications	NZ Registration with current practising licence	
Work Experience	1 - 2 years' experience of the electrical distribution industry	
Physical Requirements	Physically fit	
Travel Required	Within region or as required	
Hours Of Work	Mon-Fri 40 hrs/wk. Available to work reasonable overtime.	
Values/Attitudes	Team player / positive and collaborative style / organised and disciplined. Demonstrates ability to set priorities, work effectively under pressure and meet KPIs.	
Communication	Competent in written, oral, IT and interpersonal communication skills	
Other Qualities	Clean drug test and satisfactory pre-employment medical, NZ Drivers licence and clear current Police Check	

As an employee of Alpine Energy, you may be required to carry out such other duties and responsibilities from time to time by your supervisor or manager which is generally consistent with the objectives of the position.

Position Holder

Date